



# Operational Planning and Scheduling

## Overview

To access OPAS LITE, go to:

<https://OPASTest.faa.gov/OPASLite>

If you are using a web browser, you will automatically be directed to the Desktop view.

If you are using a tablet or mobile device, you will be directed to the Mobile view.

Enter in your NextGen Username and Password to log in.

The Day of Operations page will load upon login

Not logged in

OPAS Lite

Home Login

This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Please sign in using your NextGen credentials (webmail)

User name

Password

Log On

Mobile View

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Home

Log Out

Schedules

Requests

Reports

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Help

The Home tab automatically opens up the Day of Operation to today's date.

Panels on the page can be minimized or maximized by selecting the -/+ at the top right of the panel. You can also move around panels by left-clicking, dragging and dropping based on your personal preference.

OPAS Lite

SCT - CST

Home Log Out Schedules Requests Reports User CP Help

Select date: 04/03/2013

Pending Requests (Today/Total) CST 3/58 KP 0/0 Legend AutoRefresh: 4:53 Stop Refresh

CPC D [12 / 9] E [11 / 9] M [2 / 2]

TYPE	CPC	SHIFT	END	COUNT
M	HC, SA	2200	06:00	2 of 2
D	OO, WT	0545	13:45	2 of 2
D	EY	0600	14:00	1 of 0
D	DN, GU, KN, RR, UR, ZX	0645	14:45	6 of 6
D	CT	0730	15:30	1 of 1
D	OR	0800 - 9h	17:00	1 of 0
D	AD	1400 - 10h	20:00	1 of 0
E	CK, LH	1100	19:00	2 of 0
E	AJ, GZ	1315	21:15	2 of 2
E	IT, UW	1330	21:30	2 of 2
E	BE, EP, HB, IV, TX	1415	22:15	5 of 5
M	SA	2200	06:00	1 of 2

Requests (3 pending)

INI	TYPE	STATUS	START	END	TIME OF REQUEST
ZX	Shift change	Pending supervisor	11:00	19:00	03/12/2013 17:28
RR	Shift change	Pending supervisor	06:00	14:00	03/28/2013 13:22
AJ	Shift change	Pending supervisor	13:30	21:30	03/28/2013 13:25

Shift Swap Requests (0 pending)

INI	TYPE	STATUS	START	END	TIME OF REQUEST
CT	OO Shift swap with CT	Approved	07:30	15:30	03/27/2013 03:57
SA	OO Shift swap with SA	Approved	22:00	06:00	04/01/2013 10:23

Other Duties

START	END	INI	ACTIVITY
No Other Duty Shifts Today			

Overtime

START	END	INI	REASON
No Overtime Today			

Shift Notes

CREATED AT	NOTE	NAME
No Notes Today		

## Page Refresh

The Day of Operations page is set to automatically refresh every 5 minutes to load any new data.

You can stop this process by selecting Stop in the top right of the page. You can also refresh the page at any time by selecting Refresh. This will load any new data or changes made to the page.

## Pending Requests

The Day of Operations page will display the total number of pending requests in your facility or area and your total number of pending requests.



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## CPC and Sup/CIC Panel

The CPC and Sup/CIC Panels display the coverage shifts being worked. The top right of each panel will display the demand for each shift category. If you are working coverage, your operating initials will appear in blue bolded font.

Each line in the panel will display the Shift name, along with that shift's end time, who is working and demand for that shift.

## Shift Notes Panel

If any shift notes have been created in OPAS, they will be displayed in the Shift Notes panel.

You will be unable to create or edit notes in the current iteration of OPAS Lite.


## Requests Panel

The Requests panel will display all pending, approved and denied requests for the day. The title of the panel will indicate how many pending requests are for the day.

Each row will display relevant information about the request, including who it is by, its status, details and the time of the request.

Requests you are able view additional details about will be indicated by a in the right column in the panel.

## View Request

Left-clicking on a request indicated with a notepad icon  will open up the details of the request.

The dialog box that opens will provide additional information about the request.

Depending on the request's status and your authorization, you will be able to perform various actions on the request, such as: [Delete](#) [Approve](#) [Deny](#) [Edit](#)

## Approve/Deny Requests

Left-clicking on a pending request indicated with a notepad icon will open up the details of the request.

Review the details of the request and select Approve or Deny and any work rules potentially being violated by the decision will be triggered.

Confirm the approval or denial by selecting Submit.

A banner will drop down from the top of your browser to indicate that your action has gone in.

CPC				
D [11 / 8] E [8 / 9] M [2 / 2] -				
TYPE	CPC	SHIFT	END	COUNT
M	EY, OO	2200	06:00	2 of 2
D	IT, UW	0545	13:45	2 of 2
D	CK, GU, IV, SA, TX	0645	14:45	5 of 5
D	LH, OR	0700 - 7h	14:00	2 of 0
D	AJ	0730	15:30	1 of 1
D	AD	0900 - 10h	19:00	1 of 0
E	BE, HB	1315	21:15	2 of 2
E	GZ, SV	1330	21:30	2 of 2
E	EP, MA, PW, XX	1415	22:15	4 of 5
M	IT, UW	2200	06:00	2 of 2

Sup/CIC				
D [2 / 2] E [1 / 1] -				
TYPE	Sup/CIC	SHIFT	END	COUNT
D		0600	14:00	0 of 1
D	EX, <b>NK</b>	1000	18:00	2 of 1
E	IZ	1400	22:00	1 of 1

Shift Notes		
CREATED AT	NOTE	NAME
No Notes Today		

Requests (9 pending)					
INI	TYPE	STATUS	START	END	TIME OF REQUEST
MT	Leave	Pending supervisor	07:00	15:00	03/26/2013 16:30
MT	Other duties	Pending supervisor	07:00	15:00	06/07/2013 09:24
TF	Leave	Pending supervisor	13:00	21:00	06/07/2013 09:25
TF	Shift change	Pending supervisor	15:00	23:00	06/07/2013 09:25
KX	Leave	Pending supervisor	06:30	14:30	06/07/2013 10:10
JY	Shift change	Pending supervisor	10:00	18:00	06/07/2013 12:20
JY	Shift change	Pending supervisor	07:37	15:37	06/07/2013 12:22
JY	Shift change	Pending supervisor	10:00	19:00	06/07/2013 12:29
TD	TD Shift swap	Pending approval by KD	14:15	22:15	06/07/2013 09:25
KD	with KD		07:00	15:00	

Leave Request

NK (NECOCHEA, KENNETH)

Thu 03/28/2013

Current Status: Pending supervisor

Current Day  
Coverage 10:00 - 18:00

Request - Activity and Times  
Leave (Annual Leave) from 10:00 - 18:00

Notes:

Edit

Delete

Approve

Deny

View Request History

Request Approved Successfully



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## Other Duties Panel

The Other Duties panel displays all full or partial other duty shifts on the day.

Other Duties			
FROM	TO	INI	Activity
No Other Duty Shifts Today			

## Overtime Panel

The Overtime panel displays all full or partial overtime shifts on the day.

Overtime		
INI	SHIFT	REASON
No Overtime Today		

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Left-click on the Log Out button to log out of OPAS Lite.

From the Log Out menu, select Change User to change between users.

If your facility has multiple areas, select Change Area from the Log Out menu.

The Change Area page will open for you to select the area you would like to view.

Select the appropriate area and select Set Area.

From the Log Out menu, select Kiosk Mode to view OPAS Lite without a user logged in.

Change User  
Change Area  
Change to Kiosk Mode

Kiosk Mode



OPAS Lite (Kiosk Mode)  
SCT - CST



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The Schedules menu provides various ways to view published days.

Selecting Day of Operations from the Schedules menu opens the Day of Operations page. This page is also accessible by selecting the Home button.

Day of Operation  
Individual Schedule  
Group Schedule

Selecting Group Schedule from the Schedules menu opens the Group Schedule page.

This page will provide a grid view of all employees in your facility or area for two weeks at a time, depending on the size of your browser.

	Thu 03/28	Fri 03/29	Sat 03/30	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11
AD (ARAB, MAJID)	0900~	RDO	RDO	RDO	1200~	1200~	1000~	0900~	RDO	RDO	RDO	RDO	1400	1330	0645
CT (THOMAS, ARTHUR)	RDO	RDO	1415	1315	0645	1500	0730	RDO	RDO	1500	1315	1100	0730	0645	RDO
DN (BURNETT, DANIEL)	RDO	RDO	1500	1415	1330	0645	0645	RDO	RDO	1415	1415	1330	0600	0645	RDO
EA (QUINN, FONTAE)	RDO	1315	0645	0545	0545	RDO	RDO	1415	1415 🚗	0645	2354~	2200	RDO	RDO	1415



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The Requests menu allows you make any type of request. Any request entered is subject to all of the work rules of OPAS.

The request dialog date will default to the date you are viewing in the Day of Operations page.

Supervisors or CICs are able to submit proxy requests by using the Proxy Employee dropdown in each request dialog.

A banner will drop down from the top of your browser to indicate that any request has been submitted.

Leave / Absence

Shift Change

Shift Swap

Other Duties

RDO Change

Multiple Action

Absence Request Successfully submitted

## ***Leave/Absence***

1. Drop down the “Absence Type” and select the type of leave you would like to request.
2. “Full Shift” is pre-checked. If you would like to enter in a partial day shift, unselect it and enter in the times you wish the request to be.
3. Select “Multiple Days” if your request is more than one day and enter the End Date of the request.
4. Add comments, as appropriate.
5. Select “Submit” to submit the request.
6. Selecting “Yes, Proceed” to submit the request.

## ***Shift Change***

1. Your shift start time will display on that day.
2. Enter in the shift time and shift duration you wish to request.
3. Add notes, as appropriate.
4. If you would like to Split Shift, select the checkbox. Indicate when you would like the split to begin and the split’s duration.
5. Select “Submit” to submit the request.
6. Selecting “Yes, Proceed” to submit the request.

## ***Shift Swaps***

1. Your shift start time will display on that day.
2. Drop down the select “Shift Swap With” and find the employee you wish to swap with.
3. Add notes, as appropriate.
4. Select “Submit” to submit the request.
5. Selecting “Yes, Proceed” to submit the request.





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## ***RDO Change***

1. Using the arrows at the beginning or end of the week you would like to enter and RDO Change for.
2. Click on an already assigned shift to request RDO for that day. That day will read “New RDO”.
3. Click on an RDO to request a shift to be worked on that day. Enter in the details of the shift you would like to work including Shift Start Time and Requested Duration.
4. Select “Submit” to submit the request.
5. Selecting “Yes, Proceed” to submit the request.

## ***Multiple Action***

1. Enter the date that you would like to submit a Multiple Action request using the calendar icon.
2. Include detailed actionable instructions for the Supervisor or CIC.
3. Add notes, as appropriate.
4. Select Submit to submit the request.
5. Selecting “Yes, Proceed” to submit the request.

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The Reports menu provides users with additional information regarding their requests and published schedules.

## ***Employee Requests***

From the Reports menu select “Employee Requests” to see all requests you have in OPAS.

## ***All Pending Requests***

From the Reports menu select “All Pending Requests” to see all pending requests in OPAS for your facility and area.

[Employee Requests](#)  
[All Pending Requests](#)  
[Leave Calendar](#)

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Select Help to view step by step instruction on how to perform any function within OPAS Lite.

mOPAS-Lite

If you are using a tablet or mobile device, you will be directed to the Mobile view. Mobile OPAS contains CPC specific functions. You can view the Mobile site by selecting the Mobile View button at the bottom of any page.

Select the Desktop view button at the bottom of any page to view OPAS Lite.

[Mobile View](#)

[Desktop View](#)